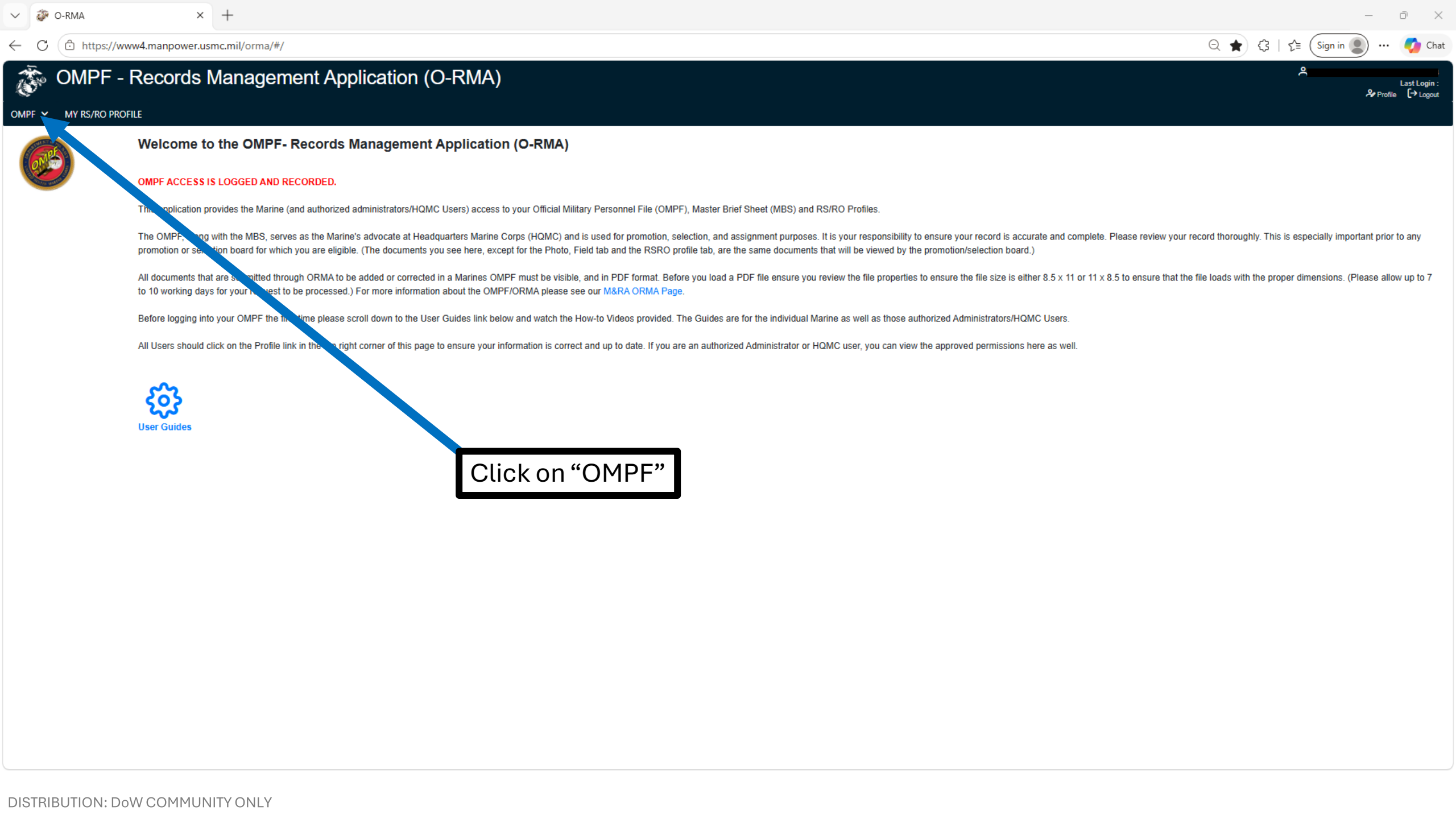




Change Request

- A change request is used to update the Document Properties of a page that is already in your OMPF.
- All documents in the OMPF are filed by document type, so updating the page to the correct document type will move it to the correct folder.
- If you are on an upcoming HQMC Selection board, O-RMA will automatically tag the batch with the board information and move it to the top to be worked first.
- All routine requests are completed by MMPB-22 within 5-10 business days.



Click on "OMPf"



Welcome to the OMPF- Records Management Application (O-RMA)

OMPF ACCESS IS LOGGED AND RECORDED.

This application provides the Marine (and authorized administrators/HQMC Users) access to your Official Military Personnel File (OMPF), Master Brief Sheet (MBS) and RS/RO Profiles.

The OMPF, along with the MBS, serves as the Marine's advocate at Headquarters Marine Corps (HQMC) and is used for promotion, selection, and assignment purposes. It is your responsibility to ensure your record is accurate and complete. Please review your record thoroughly. This is especially important prior to any promotion or selection board for which you are eligible. (The documents you see here, except for the Photo, Field tab and the RSRO profile tab, are the same documents that will be viewed by the promotion/selection board.)

All documents that are submitted through ORMA to be added or corrected in a Marines OMPF must be visible, and in PDF format. Before you load a PDF file ensure you review the file properties to ensure the file size is either 8.5 x 11 or 11 x 8.5 to ensure that the file loads with the proper dimensions. (Please allow up to 7 to 10 working days for your request to be processed.) For more information about the OMPF/ORMA please see our [M&RA ORMA Page](#).

Before logging into your OMPF the first time please scroll down to the User Guides link below and watch the How-to Videos provided. The Guides are for the individual Marine as well as those authorized Administrators/HQMC Users.

All Users should click on the Profile link in the top right corner of this page to ensure your information is correct and up to date. If you are an authorized Administrator or HQMC user, you can view the approved permissions here as well.



User Guides

Click on "My OMPF"

OMPF - Records Management Application (O-RMA)

OMPF MY RS/RO PROFILE

Marine Info

Name :

Marine Type : Active Duty

Grade : E3

Rank : LCPL

EDIPI :

EAS : 2028 07 22

Summary

Photo

MBS

Performance (0)

Commendatory/Derogatory (3)

Field (0)

Service(21)

CRCR

RS/RO

View History

Counseling

OMPF Update Requests

OMPF Search

Document Properties

Download

Replace/Change Request

Add

Remove

Status:

Active

Inactive Date:

Doc ID:

207563313

Added Date:

2026 07 16

Eff Date:

2025 03 02

Doc Type:

MILITARY SCHOOLS TRAINING
CERTIFICATES/CERTIFICATIONS (THIS
INCLUDES ANY PME THAT IS NOT
ALREADY LISTED IN ORMA)

Folder:

Comm/Dero

Sub Folder:

Schools

Find the exact page you want to change. You must submit a change request for each page you want updated, there is no way to do a bulk request.

Click "Replace/Change Request"

United States Marine Corps

COLLEGE OF DISTANCE EDUCATION AND TRAINING

Completion

This is to certify that

Has completed

LEADING MARINES Distance Education Program

Course Number : EPME3000AA

Given through the

Marine Corps Distance Learning Network

on 03/02/2025

Semper Fidelis

OMP - Records Management Application (O-RMA)

OMP F MY RS/RO PROFILE

Marine Info

Name : Marine Type : Active Duty Grade : E3

Rank : LCPL EDIPI : EAS : 2028 07 22

Summary Photo MBS Performance (0) Commendatory/Derogatory (3) Field (0) Service(21) CRCR RS/RO View History Counseling OMPF Update Requests

OMP Search

Upload Corrections

EDIPI: Doc ID: 207563313 Added Date: 2026 07 16

Request Type: Change Request

Doc Type: LEADING MARINES DISTANCE EDUCATION PROGRAM

Eff Date: 03/02/2025

Comments: Correcting the document type on this image.

43 of 1000 characters

Submit Cancel

LEADING MARINES Distance Education Program
Course Number : EPME3000A

Given through the
Marine Corps Distance
on 03/02/20

T.K. Kerrigan

Document Properties

Download Replace/Change Request Add Remove

Doc ID: 207563313

Added Date: 2026 07 16

Eff Date: 2025 03 02

Y SCHOOLS TRAINING
CATES/CERTIFICATIONS (THIS
ES ANY PME THAT IS NOT ALREADY
N ORMA)

Folder: Commendatory

Select "Change Request"

Select the correct Doc Type and Date

Add a comment justifying the requested change.

Click "Submit"
This will submit the batch directly to MMPB-22 for processing.



Contact Information

- For record update submissions, or general OMPF questions, contact:
 - SMB_MANPOWER_MMRP-20@USMC.MIL

- For O-RMA system issues, or access related requests, contact:
 - SMB_MMRP-HELP_DESK@USMC.MIL